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BY ORDER OF THE COMMANDER  
914th AIRLIFT WING

914<sup>th</sup> AIRLIFT WING INSTRUCTION 33-102  
1 May 2001

*Communications and Information*

MANAGEMENT OF LAND MOBILE RADIO  
(LMR) SYSTEMS

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System*. This instruction applies to all 914 AW units utilizing Land Mobile Radio (LMR) assets and the Base Operating Services (BOS) contractor.

***SUMMARY OF REVISIONS***

This revision aligns the instruction with AFPD 33-1.

**1. Managing LMR Systems:**

- 1.1. The Base LMR Manager (SCMR) will use the current version of Air Force Standard LMR Tracking and Report System (TRS) to manage base LMR assets. The TRS Five-Year Replacement Plan format will be utilized when making LMR replacement decisions. The plan will be reviewed and validated annually.
- 1.2. Cellular telephones will be provided only after the Communications Manager (SCO) has determined that it is the best technical solution for a specific requirement. Cellular telephones will not be approved for use in an area where classified, sensitive, or critical information may be inadvertently overheard and transmitted. Cellular telephones will be restricted to non-operational requirements only. Requirements for cellular telephones will be revalidated annually.

**2. Responsibilities.** Each unit utilizing LMR assets will appoint a custodian for LMR equipment. This appointment will be in writing and forwarded to GSI/SCMR. The custodian letter will be submitted within 30 days of any change to LMR account custodian letter that is on file.

2.1. The unit custodian will:

2.1.1. Conduct an inventory of the LMR equipment twice a year; one must be a “hands on” inspection the other will be a LMR custodian inspection. The Base LMR Manager will provide the custodian an update equipment inventory sheet.

2.1.2. Advise the Base LMR Manager when equipment needs to be turned-in.

2.1.3. Coordinate with the base LMR manager before the purchase, repair, removal, relocation or installation of equipment.

2.1.4. Conduct user training annually, to include safeguarding assets, proper radio discipline, consent to monitor, and Information Protection (INFO PROTECT) responsibilities. This instruction, along with unit unique instructions, will be used for annual training. Submit a letter to Base LMR manager that annually “User Training” has been accomplished.

2.1.5. The Base LMR manger will do all programming of the base LMR’s.

2.2. The user will:

2.2.1. Take custodial responsibility for all LMR equipment in their possession. Do not leave portable radios unattended, in unlocked vehicles, or allow unauthorized personnel to operate.

2.2.2. Not tamper with, adjust, or attempt to repair internal components of LMR equipment. All outages will be reported to the unit custodian, who will arrange for repair with the LMR operations section.

2.2.3. Use proper radio discipline and adhere to INFO PROTECT policies at all times.

**3. Maintenance Procedures.** Unit custodians will coordinate with the LMR manager to determine if contract maintenance is required, prior to submitting paperwork for equipment repair.

3.1. Maintenance Requests. The unit LMR custodian will submit a “LMR Repair ticket” to base LMR manager for equipment that need’s repair.

3.1.1. If the equipment needs to be sent out for repair, the base LMR manager will coordinate this with the unit LMR custodian. The unit LMR custodian is responsible for the payment of the repair of the equipment.

3.2. Battery Maintenance. Unit custodians should establish a schedule to allow radio batteries to be drained completely before being recharged (at least once a month). Battery analyzers/exercisers are available at some units, and may be used to restore functionality to depleted batteries.

**4. Purchasing Process.** Unit LMR custodians will coordinate with the base LMR manager for technical solutions, frequency assignments, options, accessories, and compatibility with existing assets, prior to submitting requests for purchase. Normally, LMR assets will be bought from agencies shown in the current Federal Supply Schedules, as authorized by the General Services Administration (GSA).

4.1. Submit requests for LMR equipment purchase to SCMR for approval on AF Form 3215, **Communications Systems Requirements Document**

4.1.1. The AF Form 3215 must include complete requirements and justification statements, and will be maintained by communications.

4.2. Peripheral equipment, such as batteries, chargers, ear pieces, etc., may be requested on AF Form 2005, **Issue/Turn-In Request**, and submitted directly to LGS. Submit requests for cellular telephones and

paggers to SC for approval on AF Form 3215.

## **5. Information Protection Requirements:**

5.1. Classified information will not be discussed over unsecured telecommunications systems. LMR assets, cellular telephones, and paggers are for official use only. Users will, at all times, refrain from conveying personal or unofficial messages over LMR systems.

5.2. Use of any government telecommunications system constitutes consent to monitor. All hand-held radios and cellular telephones will have a DD Form 2056, **Notification and Consent to Monitor**, sticker (or equivalent) affixed to them. In lieu of the sticker, it is permissible for users to sign a Notification and Consent to Monitor form when issued a radio or cellular telephone.

5.3. Users must be aware of and avoid transmitting Critical Information Indicators. Critical Information is specific facts about the unit's activities, intentions, capabilities, or limitations vitally needed by adversaries for them to plan and act effectively, so as to guarantee failure or unacceptable consequences for friendly mission accomplishment.

5.4. At the wing commander's discretion, Data Encryption Standard (DES) procedures may be implemented for LMRs. DES gives the ability to encrypt and decrypt radio transmissions.

5.4.1. Using DES does not give approval to transmit classified information. Its purpose is to protect interception of sensitive information in times of emergency or heightened THREATCONS.

5.4.2. Upon implementation of DES procedures, all radio programming will be coordinated through the LMR operations section.

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Commander